



NEW JERSEY ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-5606

ARMY BULLETIN NO. 28

7 August 2006

CHANGE OF COMMAND INVENTORY REQUIREMENTS FOR REDEPLOYING UNITS (G4)

1. REFERENCES:

- a. DA PAM 710-2-1, Using Unit Supply System, dated 31 Dec 97.
- b. AR 710-2, Supply Policy below the Wholesale Level, dated 8 Jul 05.
- c. AR 735-5, Accounting for Lost, Damaged or Destroyed Property, dated 28 Feb 05.
- d. NJARNG, Change of Command Inventory Standard Operating Procedures, dated 5 Jul 02.

2. PURPOSE: Supplement NJARNG Change of Command SOP, concerning property accountability, during the conduct of a Unit Commander's one hundred percent (100%) property inventory for a redeploying unit.

3. APPLICABILITY: This requirement is applicable to all units conducting a change of command after redeploying to home station with equipment not one hundred percent (100%) recovered or returned from OCONUS or CONUS areas of deployment.

4. RESPONSIBILITY: Concerned MSC S4 responsible to ensure that all outlined procedures are accomplished by subordinate units and that the interests of the incoming and outgoing commanders are strictly safeguarded.

5. PROCEDURES:

a. If a Battalion or MSC Commander desires to change a subordinate unit commander and all unit equipment has not been returned to unit control during the redeployment process, the following listed guidelines in conjunction with the NJARNG Change of Command SOP will be adhered to in order to complete the property inventory while safeguarding the interest of both the incoming and outgoing unit commanders.

(1) If all unit equipment has not been returned to unit control from areas of deployment the incoming unit commander will inventory one hundred percent (100%) of "available equipment" listed on the corresponding unit hand receipt that is produced by the supporting PBO after the conduct of the unit's scheduled Book Check.

(2) For all equipment not returned to unit control and not inventoried, the supporting Property Book Officer will transfer the unaccounted for equipment from the unit's Property Book Identification Code (PBIC) 8 to the unit's PBIC 'C' (Pending Disposition Instructions). This will identify and separate all equipment not inventoried or unaccounted for, causing the property to remain the responsibility of the outgoing unit commander, until such time it's returned to home station and is accounted for by the unit.

(3) Upon return of the unaccounted for equipment to home station, the supporting PBO will request that the corresponding MSC S4 notify the responsible previous outgoing Unit Commander that the equipment has been returned from the unit's deployment and that the inventory process will continue until all equipment has been recovered and accounted for by the unit.

(4) Shortages identified during the initial and or final inventory of returning equipment will be recorded on a Finance Loss Investigation Property Loss (FLIPL), DA Form 200. Sufficient time will be allowed for the outgoing unit commander to recover and investigate all property losses. Separate FLIPLs may be initiated and processed due to the time interval of returning unit equipment. However, the same document number will appear on all FLIPLs relating to the designated Change of Command Inventory.

(5) Once equipment has been returned and inventoried by the unit, the supporting PBO will transfer the unit's PBIC 'C' equipment back to the unit's PBIC 8 (MTOE) hand receipt.

(6) The G1 will be advised by the G4-POR, concerning the ongoing status and completion of the change of command inventory, as to the pending reassignment of the outgoing and incoming unit commanders. An outgoing unit commander will not be reassigned to another unit as the incoming Unit Commander until the one hundred percent (100%) property inventory is completed for his current change of command property inventory. The only exception to this policy concerning the outgoing unit commander is as outlined in paragraph (8) noted below.

(7) In the event that the outgoing unit commander is a multi-component soldier and is reassigned to another location upon return from deployment, a disinterested officer will be immediately assigned by the responsible higher headquarters concerned to assume property responsibility for the unit property until completion of the one hundred percent (100%) property inventory.

(8) In order for the outgoing unit commander to be reassigned from his command position prior to one hundred percent (100%) of the unit's equipment returning from deployment, the responsible outgoing unit commander will sign a MEMORANDUM FOR RECORD (MFR) acknowledging compliance with the procedures noted above. If the outgoing unit commander chooses not to sign the MFR, he will remain in his current unit commander's position until all equipment has been returned to the unit's home station and a one hundred percent (100%) property inventory is accomplished by the unit. (See enclosure for an example of the required MFR.)

b. Close coordination between the incoming and outgoing unit Commanders, Battalion S4, MSC S4, supporting PBO, G1 and G4, is required to ensure that all regulatory requirements are completed and that all unit property is safeguarded and accounted for pending completion of the one hundred percent (100%) property inventory.

6. POC for additional information and guidance is G4-PBO, CW4 Greg Masey, (609) 562-0286.

OFFICIAL:



STEPHEN J. HINES
COL, GS, NJARNG
Chief of Staff

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

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Enclosure
MFR - Change of Command for Redeploying Unit

MAJOR SUPPORT COMMAND
UNIT HEADER

XX

XX August 2006

MEMORANDUM FOR JFHQ-NJ, ATTN: G4, 3650 Saylors Pond Road, Fort Dix, New Jersey
08640-7600

SUBJECT: Change of Command for Redeploying Unit

1. Reference, Army Bulletin No. 28, dated 7 August 2006, SUBJECT: Change of Command Inventory Requirements for Redeploying Units.
2. The undersigned acknowledges required compliance with all procedures outlined in noted reference.
3. All items of equipment not recovered by the unit (UIC) prior to the completion of the undersigned's Change of Command Inventory and subsequent reassignment will be transferred by the supporting Property Book Officer to the unit's Property Book Identification Code 'C'.
4. The undersigned remains responsible for all unaccounted for items of equipment until they are returned from areas of deployment or corresponding Financial Liability Investigation of Property Loss is processed to remove the property from the unit's property books.
5. I will be notified by the responsible MSC S4 upon the arrival of the unit's redeploying equipment in order to schedule the required property inventories to ensure that the undersigned's personal interests are protected at all times.
6. A Change of Command closing report will be prepared by the supporting PBO to finalize and complete the Change of Command Inventory process. Copies of this final report will be forwarded to the undersigned for review and comments if so required.

OUTGOING UNIT COMMANDER
QM, XXX, NJARNG
COMMANDER

CF:
MSC S4
Supporting PBO

Encl